



City of San Antonio

Agenda Memorandum

File Number: 18-3445

Agenda Item Number: 6.

Agenda Date: 6/14/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Full Coverage Service of HVAC Systems-San Antonio Public Library

SUMMARY:

This ordinance authorizes a contract with Way Engineering, Ltd. in the estimated amount of \$230,000.00 annually to provide full coverage maintenance and repair of HVAC systems for the San Antonio Public Library. Funding is available in the FY2018 General Fund Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Way Engineering, Ltd. to provide full coverage maintenance and repair services of HVAC systems at all San Antonio Public Library locations except Potranco Branch Library, Pruitt at Roosevelt Library, and the Kampmann Portal at the Briscoe Museum, which are excluded because these locations are not City-owned facilities, and maintenance of the HVAC systems is the responsibility of the facility owner at each site. The estimated annual amount of this contract is \$230,000.00 and the contracted services include preventive maintenance and repair of HVAC systems, including monthly filter replacement.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Full Coverage Service of HVAC Systems - San Antonio Public Library” (RFCSP 18-037, 6100009914) on January 26, 2018, with a submission deadline of February 26, 2018. Three proposals were received and all three were deemed responsive and evaluated. Way Engineering, Ltd. was selected based on the City’s standard RFCSP process.

The evaluation team consisted of representatives from the San Antonio Public Library. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background and qualifications; 35 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. A total of 15 points was allotted for the Small Business Economic Development Advocacy (SBEDA) SBE Prime Contract Program.

The evaluation committee met on April 17, 2018 to evaluate the three responsive proposals received. After committee review and discussion, the individual technical scores were submitted and the aggregate scores were presented. The evaluation committee selected all three respondents for interviews which were held on May 3, 2018. Following the last interview, the evaluation Committee met and individual scores were re-submitted and aggregate scores were presented again. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. Based on their proposal submission and resulting interview, Way Engineering, Ltd. was the highest ranked firm and recommended for award by the evaluation committee.

The initial term of the agreement shall begin upon award through April 30, 2021. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the San Antonio Public Library Department with a contractor to provide full coverage maintenance and repair of HVAC system services at all San Antonio Public Library locations except Potranco Branch Library, Pruitt at Roosevelt Library, and the Kampmann Portal at the Briscoe Museum, which are not City-owned facilities. These services are required to maintain the HVAC systems at optimum efficiency in order to provide appropriate levels of comfort for the public.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with fifteen (15) evaluation preference points.

Additionally, Goal Setting Committee also set a 13% Minority/ Women-Owned Business Enterprise (M/WBE) subcontracting goal and Way Engineering, Ltd. has committed to 13% M/WBE subcontractor participation.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the San Antonio Public Library Department would be required to process individual procurements for maintenance and repair which could affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

This ordinance authorizes a three year contract with Way Engineering, Ltd. in the amount of \$230,000.00 annually to provide full coverage maintenance and repair of HVAC systems for the San Antonio Public Library. Funds are available in the FY 2018 General Fund Budget. Funds are not encumbered by this ordinance.

RECOMMENDATION:

Staff recommends the approval of this contract with Way Engineering, Ltd. in the amount of \$230,000.00 annually to provide San Antonio Public Library Department with full coverage maintenance and repair services for Library HVAC systems.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.